

Instructions/Information for Scheduling an Appointment

- Only two people allowed in office for appointment
- Please complete required paperwork prior to your appointment
- To save time, most business and licensing filings for WVSOS can be filed online. Please visit wvsos.gov
- Please arrive 15 minutes early and call 304-558-8000 to let us know you have arrived
- Please wear a mask during your appointment and utilize hand sanitizing stations upon entering and exiting the building
- WV Division of Labor will only be available for appointments at WV One Stop Business Center on Wednesday's
- If you need to register with more than one agency, please make sure to select Multi-agency filing and provide a brief description of the reason for your visit. If your multi agency appointment needs to include Division of Labor, please schedule your appointment for a Wednesday. Multiple agency filings are only available at the WV One Stop Business Center in Charleston, WV.
- To obtain a contractor's license please contact the Division of Labor at 304-558-7890 prior to making an appointment to ensure you have completed all requirements
- A drop box will be available for WV Secretary of State filings, please DO NOT LEAVE CASH in drop box. Checks only, made payable to WVSOS. You do not have to schedule an appointment to drop off a filing.
- If you make an appointment and plan on seeing multiple agencies, you will be charged an expedited fee by WVSOS. The expedited fees are as follows 24 hours - \$25, two hours - \$250, one hour - \$500.
- Documents that need to be authenticated for out of country use will be limited to five documents per appointment. If you have more than five documents, you will need to drop them off and we will contact you when they are ready for pick up.
- If you do not have the forms required for your appointment completed, please let us know when you call for your arrival so you can complete them in your vehicle.
- If you are registering a LLC or Corporation with WV Secretary of State's office you will need to obtain a business license from WV State Tax Dept. You can check the availability of your business name on our website at wvsos.gov.
- Appointments for North Central WV Business Hub, Eastern Panhandle WV Business Hub, & WV State Capitol are for the WV Secretary of State's office **only**. If you are making an appointment at one of these locations and need to see other agencies, you will need to contact that agency.
- Please note that we will make every effort to serve all appointments but be aware there are unforeseen circumstances that may require us to reschedule your appointment.
- If you have a fever or any COVID related symptoms, please reschedule your appointment.
- If you have any questions, please contact our office at 304-558-6000.